

## ZONING APPEALS BOARD (51)

### *AGENCY PLAN: STATEMENT OF PURPOSE, GOALS AND BUDGET SUMMARY*

#### STATEMENT OF PURPOSE:

As a quasi-judicial body, the Board's statement of purpose is to hear and rule on appeals for relief or relaxation of the provisions and requirements of the Zoning Ordinance from any person, firm, partnership or corporation, or by any officer, department, commission, board, or bureau of the City aggrieved by a decision of an enforcing officer or any decision made by the Buildings and Safety Engineering Department, where rigid enforcement could cause the appellant undue hardship or jeopardize equity or prevent proper utilization of property.

#### AGENCY GOALS:

1. Make all zoning decisions necessary to assure that City of Detroit land use is congruent with the spirit and intent of the Ordinance.
2. Make just decisions as they affect the applicant, the people in the immediate vicinity of the property in question and the general public.
3. Respond to City Council and administration referrals.
4. Develop recommendations for amendments to the Zoning Ordinance where appropriate and necessary.
5. Enhance the quality of services to customers, both citizens and businesses, through improved land use and planning technology.

#### AGENCY FINANCIAL SUMMARY:

| <u>2005-06<br/>Requested</u> |                      | <u>2004-05<br/>Budget</u> | <u>2005-06<br/>Recommended</u> | <u>Increase<br/>(Decrease)</u> |
|------------------------------|----------------------|---------------------------|--------------------------------|--------------------------------|
| \$ 944,361                   | City Appropriations  | \$ 904,120                | \$ 706,709                     | \$ (197,411)                   |
| \$ 944,361                   | Total Appropriations | \$ 904,120                | \$ 706,709                     | \$ (197,411)                   |
| <br>                         |                      |                           |                                |                                |
| \$ 130,000                   | City Revenues        | \$ 120,000                | \$ 120,000                     | \$ -                           |
| \$ 130,000                   | Total Revenues       | \$ 120,000                | \$ 120,000                     | \$ -                           |
| <br>                         |                      |                           |                                |                                |
| \$ 814,361                   | NET TAX COST:        | \$ 784,120                | <u>\$ 586,709</u>              | \$ (197,411)                   |

#### AGENCY EMPLOYEE STATISTICS:

| <u>2005-06<br/>Requested</u> |                 | <u>2004-05<br/>Budget</u> | <u>04-01-05<br/>Actual</u> | <u>2005-06<br/>Recommended</u> | <u>Increase<br/>(Decrease)</u> |
|------------------------------|-----------------|---------------------------|----------------------------|--------------------------------|--------------------------------|
| <u>14</u>                    | City Positions  | <u>14</u>                 | <u>13</u>                  | <u>13</u>                      | <u>(1)</u>                     |
| 14                           | Total Positions | 14                        | 13                         | 13                             | (1)                            |

#### ACTIVITIES IN THIS AGENCY:

|                      | <u>2004-05<br/>Budget</u> | <u>2005-06<br/>Recommended</u> | <u>Increase<br/>(Decrease)</u> |
|----------------------|---------------------------|--------------------------------|--------------------------------|
| Land Use Controls    | \$ 904,120                | \$706,709                      | \$ (197,411)                   |
| Total Appropriations | \$ 904,120                | \$706,709                      | \$ (197,411)                   |

## **ZONING APPEALS BOARD (51)**

### ***LAND USE CONTROLS ACTIVITY INFORMATION***

#### **ACTIVITY DESCRIPTION: LAND USE CONTROLS**

The Board of Zoning Appeals' primary role is to hear and decide appeals and review any order, requirement, decision or determination made in the enforcement of the City of Detroit Zoning Ordinance. The Board has certain discretionary powers in making its decision to comply with the powers granted to it by the local zoning ordinance and State Enabling Act. Any adjustment or reversal must conform to the provisions of the zoning ordinance and provide neighborhood and commercial stabilization.

#### **GOALS:**

1. Make all zoning decisions necessary to assure that City of Detroit land use is congruent with the spirit and intent of the Ordinance.
2. Make just decisions as they affect the applicant, the people in the immediate vicinity of the property in question, and the general public.
3. Respond to City Council and administration referrals.
4. To adhere and implement the adopted amendments to the new Zoning Ordinance where appropriate and provide workshops and training sessions for Board Members and staff.
5. Enhance the quality of services to customers, both citizens and businesses, through improved land use and planning technology.

#### **MAJOR INITIATIVES FOR FY 2004-05 and FY 2005-06:**

Several projects are underway to improve services: The Department is working with the City Planning Commission to conclude the comprehensive amendments to the City's new Zoning Ordinance. The Department expects the Zoning Ordinance to be adopted and ready for implementation by July 1, 2005.

The Department has streamlined the procedures for processing each appeals case. An appeal, which was formerly heard within sixty (60) days, is now heard before the Board of Zoning within thirty (30) days after it is received.

The Department is using a new digital camera and proxima projector system to provide a first-class visual presentation at Board of Zoning Public Hearings. This system has made a major improvement at the Board's Public Hearings.

#### **PLANNING FOR THE FUTURE FOR FY 2005-06, FY 2006-07 and BEYOND:**

The Department is currently planning to work with the ITS Department to develop a computer database that will allow the Board of Zoning Appeals to improve the log-in, tracking and processing of documents relative to each Board Case.

The Department is also planning for the adoption and implementation of the new City of Detroit Zoning Ordinance, which may result in additional responsibilities for the Department and training for the Board Members and staff.

In the interest of improving the level of service, the Department will be developing a strategic plan, including both the level of service and staffing over a five (5) year horizon using ongoing performance measurements.

.

## ZONING APPEALS BOARD (51)

### *LAND USE CONTROLS MEASURES AND TARGETS*

| <b>Type of Performance Measure:</b><br>List of Measures   | <b>2002-03<br/>Actual</b> | <b>2003-04<br/>Actual</b> | <b>2004-05<br/>Projection</b> | <b>2005-06<br/>Target</b> |
|---|---------------------------|---------------------------|-------------------------------|---------------------------|
| <b>Inputs: Resources Allocated or Service Demands Made</b><br>Cases appealed  | 154                       | 220                       | 225                           | 200                       |
| <b>Outputs: Units of Activity directed toward Goals</b><br>Zoning variance request processing from submission of application<br>Referrals response time | 30 days<br>7 days         | 30 days<br>7 days         | 30 days<br>5-7 days           | 30 days<br>5-7 days       |
| <b>Efficiency: Program Costs related to Units of Activity</b><br>Percentage completed of computer upgrade   | 90%                       | 90%                       | 95%                           | 95%                       |
| <b>Activity Costs</b>   | <b>\$786,881</b>          | <b>\$909,589</b>          | <b>\$904,120</b>              | <b>\$706,709</b>          |

**CITY OF DETROIT**  
**Zoning Appeals Board**  
**Financial Detail by Appropriation and Organization**

| <b>Board of Zoning Appeals Ordinance Admini<br/>Land Use Controls</b> | <b>2004-05<br/>Redbook</b> |                  | <b>2005-06<br/>Dept Final<br/>Request</b> |                  | <b>2005-06<br/>Mayor's<br/>Budget Rec</b> |                  |
|---|----------------------------|------------------|---|------------------|---|------------------|
|   | <b>FTE</b>                 | <b>AMOUNT</b>    | <b>FTE</b>                                | <b>AMOUNT</b>    | <b>FTE</b>                                | <b>AMOUNT</b>    |
| <i>APPROPRIATION<br/>ORGANIZATION</i>                                 |                            |                  |   |                  |   |                  |
| 00183 - Land Use Controls   |                            |                  |   |                  |   |                  |
| 510010 - Board of Zoning Appeals Ordinance ,                          | 14                         | \$904,120        | 14  | \$944,361        | 13  | \$706,709        |
| <b>APPROPRIATION TOTAL</b>  | <b>14</b>                  | <b>\$904,120</b> | <b>14</b>                                 | <b>\$944,361</b> | <b>13</b>                                 | <b>\$706,709</b> |
| <b>ACTIVITY TOTAL</b>   | <b>14</b>                  | <b>\$904,120</b> | <b>14</b>                                 | <b>\$944,361</b> | <b>13</b>                                 | <b>\$706,709</b> |

**CITY OF DETROIT**  
**Budget Development for FY 2005-2006**  
**Appropriations - Summary Objects**

|   | <b>2004-05<br/>Redbook</b> | <b>2005-06<br/>Dept Final<br/>Request</b> | <b>2005-06<br/>Mayor's<br/>Budget Rec</b> |
|---|----------------------------|---|---|
| <b>AC0551 - Land Use Controls</b>       |                            |   |   |
| <i>A51000 - Board of Zoning Appeals</i> |                            |   |   |
| SALWAGESL - Salary & Wages              | 424,237                    | 505,392                                   | 324,298                                   |
| EMPBENESL - Employee Benefi             | 278,161                    | 303,373                                   | 192,309                                   |
| PROFSVCSL - Professional/Cont           | 100,500                    | 23,000                                    | 100,500                                   |
| OPERSUPSL - Operating Supplie           | 6,295                      | 5,820                                     | 5,820                                     |
| OPERSVCSL - Operating Service           | 93,427                     | 105,326                                   | 83,283                                    |
| OTHEXPSSL - Other Expenses              | 1,500                      | 1,450                                     | 500                                       |
| <i>A51000 - Board of Zoning Appeals</i> | <i>904,120</i>             | <i>944,361</i>                            | <i>706,709</i>                            |
| <b>AC0551 - Land Use Controls</b>       | <b>904,120</b>             | <b>944,361</b>                            | <b>706,709</b>                            |
| <b>Grand Total</b>                      | <b>904,120</b>             | <b>944,361</b>                            | <b>706,709</b>                            |

**CITY OF DETROIT**  
**Budget Development for FY 2005-2006**  
**Appropriation Summary - Revenues**

|   | 2003-04<br>Actuals | 2004-05<br>Redbook | 2005-06<br>Dept Final<br>Request | 2005-06<br>Mayor's<br>Budget Rec | Variance |
|---|--------------------|--------------------|----------------------------------|----------------------------------|----------|
| <b>A51000 - Board of Zoning Appeals</b> |                    |                    |                                  |                                  |          |
| <i>00183 - Land Use Controls</i>        |                    |                    |                                  |                                  |          |
| 448115 - Other Fees                     | 113,409            | 120,000            | 130,000                          | 120,000                          | 0        |
| <i>00183 - Land Use Controls</i>        | 113,409            | 120,000            | 130,000                          | 120,000                          | 0        |
| <b>A51000 - Board of Zoning Appeals</b> | <b>113,409</b>     | <b>120,000</b>     | <b>130,000</b>                   | <b>120,000</b>                   | <b>0</b> |
| <b>Grand Total</b>                      | <b>113,409</b>     | <b>120,000</b>     | <b>130,000</b>                   | <b>120,000</b>                   | <b>0</b> |

**CITY OF DETROIT**  
**MAYOR'S 2005/2006 RECOMMENDED BUDGET**

**Board of Zoning Appeals**

| Appropriation                                     | REDBOOK FY 2004 | DEPT REQUEST     | MAYORS FY 2005 |
|---|-----------------|------------------|----------------|
| Organization                                      | 2005 FTE        | FY 2005 2006 FTE | 2006 FTE       |
| Classification                                    |                 |                  |                |
| <b>00183 - Land Use Controls</b>                  |                 |                  |                |
| <b>510010 - Board of Zoning Appeals Ordinance</b> |                 |                  |                |
| Director - Board of Zoning App                    | 1               | 1                | 1              |
| Asst to the Dir-Zoning Appeals                    | 1               | 1                | 1              |
| Zoning Inspector                                  | 2               | 2                | 1              |
| Executive Secretary III                           | 1               | 1                | 1              |
| Office Assistant III                              | 1               | 1                | 1              |
| Stenographer                                      | 1               | 1                | 1              |
| Zoning Appeals Bd Chairperson                     | 1               | 1                | 1              |
| Zoning Appeals Board Member                       | 6               | 6                | 6              |
| <b>Total Board of Zoning Appeals Ordinance Ad</b> | <b>14</b>       | <b>14</b>        | <b>13</b>      |
| <b>Total Land Use Controls</b>                    | <b>14</b>       | <b>14</b>        | <b>13</b>      |
| <b>Agency Total</b>                               | <b>14</b>       | <b>14</b>        | <b>13</b>      |